

Position Selection Plan for Appointments Under Agency Delegated Approval (“PSP Lite”)

This “short form” should be used by the agencies for appointments made from existing eligible lists, by Interview and Hire, transfer, contractual conversion, reinstatement, or voluntary demotion. It must be completed by the agency personnel representative, approved by the Appointing Authority, submitted along with the Appointment Certification Form and retained as documentation for reporting and auditing purposes.

Proposed Hire Date:

Position Number:

Class Code:

Class Title:

Grade/Salary:

Minimum Qualifications (please refer to job spec.):

See job specifications

Selective Qualifications (Qualifications that further specify the Minimum Qualifications):

Limitations on Selection (Restrictions on who is eligible for selection):

Location of Position:

Agency: DHMH

Unit:

Geographical Location:

Supervisor:

Type of Project (check one):

☐ Existing Eligible List

☐ Interview and Hire

☐ Transfer

☐ Contractual Conversion

☐ Reinstatement

☐ Voluntary Demotion

For Interview and Hire positions, remember to contact DHR for Temporary Cash Assistance (TCA) referrals.

Where Job Announcement Will Be Posted:

Where Candidates Will Apply:

Project Number:

Name of Personnel Officer:

Appointing Authority (AA):

Signature of AA: _____ Date: _____

Agency: DHMH

Telephone: 410-767-6403

E-mail Address:

Date Approved PSP sent to EEO Officer:

Notes:

Revised 091602

Position Selection Plan PSPLITE091602.doc